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AUTHOR Martin, James S.  
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## ABSTRACT

This document is intended to serve as a guide for institutions in the development of data bases to support the implementation of planning and management systems. This publication serves to identify and describe those staff-related data elements: (1) required to support current National Center for Higher Education Management Systems (NCHEMS) products; (2) anticipated as being required for future NCHEMS reports; and (3) commonly maintained by institutions for operational and reporting purposes. It should be emphasized that the data categories and definitions suggested represent common usage except in those identified instances for which accepted national standards exist. (Author/HS)

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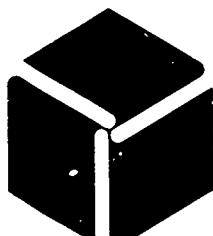
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# DATA ELEMENT DICTIONARY: STAFF



Second Edition  
Technical Report 32

National  
Center for  
Higher  
Education  
Management  
Systems  
at WICHE



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The Western Interstate Commission for Higher Education (WICHE) is a public agency through which the 13 western states work together

- ... to increase educational opportunities for westerners.
- ... to expand the supply of specialized manpower in the West.
- ... to help universities and colleges improve both their programs and their management.
- ... to inform the public about the needs of higher education.

The Program of the National Center for Higher Education Management Systems at WICHE was proposed by state coordinating agencies and colleges and universities in the West to be under the aegis of the Western Interstate Commission for Higher Education. The National Center for Higher Education Management Systems at WICHE proposes in summary:

To design, develop, and encourage the implementation of management information systems and data bases including common data elements in institutions and agencies of higher education that will:

- provide improved information to higher education administration at all levels.
- facilitate exchange of comparable data among institutions.
- facilitate reporting of comparable information at the state and national levels.

**DATA ELEMENT DICTIONARY: STAFF**

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Second Edition

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1972

James S. Martin

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Boulder, Colorado 80302

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## ABSTRACT

The preliminary draft of the second edition of the Data Element Dictionary has been prepared by the NCHEMS staff under the guidance of the project Task Force. The Task Force has reviewed this document and has recommended that it be distributed to the higher education community for purposes of soliciting comments and suggestions for improvements.

This document is intended to serve as a guide for institutions in the development of data bases to support the implementation of planning and management systems. This publication serves to identify and describe:

1. Those data elements required to support current NCHEMS products.
2. Certain data elements anticipated as being required for future NCHEMS products.
3. Certain data elements commonly maintained by institutions for operational and reporting purposes.

It should be emphasized that the data categories and definitions suggested represent common usage except in those identified instances for which accepted national standards exist, e.g., U.S. postal code abbreviations for states of the U.S. and zip codes. In those few cases where more than one set of categories and definitions are commonly used, alternative choices have been provided.

Since the primary intent of this document is the identification of data elements, many of the data elements specify institutionally defined categories.

The definitions of data elements included in this publication will be revised to reflect the development of standard definitions arising out of activities in other NCHEMS projects and elsewhere.

It should also be emphasized that this document does not contain the complete list of data elements that should be included in an institutional data system. Unique institutional requirements will mandate the inclusion of other elements.

## PREFACE

The preliminary draft of the second edition of the Data Element Dictionary has been prepared by the NCHEMS staff under the guidance of the Data Element Dictionary Task Force. The Task Force has reviewed this document and has recommended that it be distributed to the higher education community for the purposes of soliciting comments and suggestions for improvements.

We urge the readers to review this document and forward their comments, criticisms, and suggestions directly to the author or members of the staff by March 1, 1973.

Ben Lawrence  
Director

## ACKNOWLEDGMENTS

This second edition of the Data Element Dictionary is the product of the efforts of many individuals. In particular, we are indebted to the members of the Data Element Dictionary Task Force, who generously contributed their time and efforts in the development of this edition:

Dr. Robert L. Barringer  
Director of Computer Services  
Evergreen State College

Anthony D. Birch  
Assistant Director for  
Institutional Research  
Oregon State University

Richard M. Canterbury  
Director of Admissions  
Lawrence University

William Dye III  
Assistant to the Controller  
Pennsylvania State University

Francis L. George  
Systems Coordinator  
Wisconsin State University  
System

John Gwynn  
Associate Director,  
Project INFO  
Stanford University

John Harrison  
Director, Division of  
Information Systems  
The California State University  
and Colleges

James L. Morgan  
Director, Management Information  
Systems  
State University System of  
Florida

Frederick E. Oliver  
Director, Office of Financial  
Analysis  
The University of Michigan

Michael M. Roberts  
Director, Management Systems  
Stanford University

Edward J. Schroeder  
Assistant to the Vice-President  
for Business Affairs  
University of Rhode Island

Dr. Donald S. Stuart  
Associate Executive Secretary  
New Mexico State Board of  
Educational Finance

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## CHAPTER I

### INTRODUCTION

The primary mission of the National Center for Higher Education Management Systems (NCHEMS) at WICHE is to assist higher education institutions and agencies with the development of improved resource allocation and management systems.

To meet these objectives, the Center has undertaken the development of:

1. Procedures for making information available to assist higher education administrators with internal management.
2. Analytical methods and tools.
3. Procedures to facilitate the exchange of comparable data among institutions and agencies of higher education.

The purpose of these procedures and tools will be to assist decision makers in institutions and agencies of higher education in improved analysis, planning, and resource allocation.

All of the developmental tasks mentioned above require the availability of data. Because of this requirement, many institutions can use guidance in identifying those data that should be available. The Data Element Dictionary (DED) is an attempt to respond to this need.

This publication serves to identify and describe:

1. Those data elements required to support current NCHEMS products.
2. Certain data elements anticipated as being required for future NCHEMS projects.
3. Certain data elements commonly maintained by institutions for operational and reporting purposes.

The first edition of the Data Element Dictionary (Thomas, 1970) was the first product produced by the Center and as such concentrated on forecasting data elements that would be supportive of other NCHEMS efforts in the area of developing planning and management systems. The second edition of the Data Element Dictionary has incorporated changes to the first edition resulting from:

1. Reactions to the first edition by the higher education community.
2. The development of other related NCHEMS products.
3. Further efforts of the DED Task Force and Center staff in developing data bases for higher education information systems.

Elements appearing in the first edition of the Data Element Dictionary have been retained with the exception of a few data elements that the Data Element Dictionary Task Force felt were no longer appropriate.

Since the primary intent of this document is the identification of data elements, many of the data elements specify institutionally defined categories, i.e.,

values and definitions of those values within each data element. Data categories and definitions suggested represent common usage except in those identified instances for which national standards exist, e.g., U.S. postal code abbreviations for states of the U.S. and zip codes. In those few cases where more than one set of categories and definitions are commonly used, alternative choices have been provided.

The definitions of data elements included in this publication will be revised when appropriate to reflect the development of standard definitions arising out of activities in other NCHEMS projects and elsewhere. In particular, the Information Exchange Procedures project will be specifying values and definitions of those values for many of the data elements.

This document does not contain the complete list of data elements that should be included in an institutional data system. Unique institutional requirements will mandate the inclusion of other elements.

An attempt has been made to restrict the Data Element Dictionary to only basic elemental (i.e., nonderivable) data elements. In a few cases where derived data elements were typically found to be stored by many institutions, these have also been included.

The complete Data Element Dictionary will be released in the five sections listed below:

1. Course-Related Elements
2. Facilities-Related Elements
3. Finance-Related Elements
4. Staff-Related Elements
5. Student-Related Elements

These five sections do not represent specific institutional files; rather, they represent logical groupings of data items that are separated for purposes of presentation.

## CHAPTER II

### DICTIONARY ORGANIZATION AND FORMAT

This section of the Data Element Dictionary contains the data elements pertaining to staff members.

For purposes of the Data Element Dictionary, staff is defined as:

*All persons considered to be employees of the institution.*

It is anticipated that the following categories of staff would be excluded:

1. Those persons hired for brief periods of consultation.
2. Those persons employed by organizations under contract to provide a service to the institution.

The staff-related data elements identified in this section of the Data Element Dictionary have been grouped into five data blocks for convenient presentation and examination. The numbers attached to the elements are intended only to facilitate identification and location of the elements and have no implication for standard coding practices. The five blocks of staff-related data elements are:

#### 1. 001-099 Demographic and Biographical Data

This block of data elements is designed to define information about the employee's demographic characteristics and cumulative professional background.

2. 101-199 Previous Educational Experience Data

This block of data elements is designed to define information related to each educational experience of the staff member.

3. 201-299 Appointment Data

This block of data elements is designed to define information about each appointment of the staff member.

4. 301-399 Assignment Data

This block of data elements is designed to define information regarding an employee's assignments within the institution in accordance with the Manpower Accounting Manual (Minter, 1972).

5. 401-499 Faculty Activity Data

This block of data elements is designed to define information about each faculty member's activities.  
(Note: For a further discussion of NCHEMS efforts in this area, see Romney, 1971.)

These five data blocks could be related to an employee of the institution in the following manner:

Demographic and Biographical Data

•Previous Educational Experience Data

Appointment Data

-Assignment Data

-Faculty Activity Data

Thus, each staff member would be expected to have one block of demographic and biographical data elements along with one or more blocks of previous educational experience data. In addition, all employees would have one or more appointment blocks per year with an appropriate number of assignment blocks linked to each appointment block. Also, all employees considered by the institution to be faculty members would have a number of activity data blocks, i.e., one block per activity. It is important that institutions maintain the appointment, assignment, and faculty activity data elements historically.

Institutions should structure their data bases in such a manner as to link these five data blocks. This is particularly important in identifying specific assignments with appointments and also in linking faculty activities with their appropriate appointments and assignments.

The description of each data element contains the following information:

1. ELEMENT NUMBER - A three digit number to identify each data element. The first digit of the element number defines the appropriate data block to which the data element is assigned. The other two digits merely provide a sequential identification of the data element within that data block.
2. ELEMENT TITLE - A brief identification of the data element.

3. **DEFINITION** - A brief description of the data element.
4. **CODES OR RECORDING INSTRUCTIONS** - A description of the suggested codes or recording instructions, if appropriate. May also include detailed categorical definitions.
5. **USES** - An identification of various NCHEMS products that require or are likely to require this data element in the future, either where it is required in its absolute form or where it is required to derive another data element used by an NCHEMS product. Most data elements fall into this latter category. In addition, those elements required for completion of the Higher Education General Information Survey (HEGIS) are identified.

The following abbreviations are used to describe the various NCHEMS products:

Cost Finding Principles	CFP
Faculty Activity Analysis	FAA
Higher Education Facilities Planning and Management Manuals	SAM
Higher Education Finance Manual	HEFM
Information Exchange Procedures	IEP
Manpower Accounting Manual	PCM
Program Measures	PM
Resource Requirements Prediction Models	RRPM

6. COMMENTS - Additional information that may be required to further define the data element, justify its inclusion, or identify its relationship to other data elements.
7. DATE ISSUED - Indicates calendar date that NCHEMS released this version of the data element. Institutions may wish to use this space for those data elements they have added to the Data Element Dictionary.

## CHAPTER III

### INDICES

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COST FINDING PRINCIPLES (CFP)	Account Number Activity Beginning Date Activity Category Activity Ending Date Activity FTE Activity Program Function Annual Salary Rate Appointment Effective Date Appointment Expiration Date Appointment FTE Appointment Period Assignment Assignment Beginning Date Assignment Ending Date Assignment FTE Faculty Rank	204 407 401 408 402 403 213 207 208 205 206 301 303 304 302 211
FACULTY ACTIVITY ANALYSIS (FAA)	Account Number Activity Beginning Date Activity Category Activity Ending Date Activity FTE Activity Outcome Category Activity Program Function Annual Salary Rate Appointment FTE Appointment Organizational Unit Appointment Period Appointment Status Assignment Assignment Beginning Date Assignment Ending Date Assignment FTE Course Identifier Faculty Rank Leave Status Section Identifier	204 407 401 408 402 404 403 213 205 203 206 209 301 303 304 302 495 211 210 406
HIGHER EDUCATION FACILITIES PLANNING AND MANAGEMENT MANUALS (SAM)	Account Number Appointment FTE Faculty Rank Position Identification	204 205 211 215

ALPHABETICAL INDEX - Continued

<u>NCHEMS PRODUCT</u>	<u>DATA ELEMENT</u>	<u>DED NO.</u>
HIGHER EDUCATION FINANCE MANUAL (HEFM)	Account Number Annual Salary Rate Appointment Effective Date Appointment Expiration Date Appointment FTE Faculty Rank	204 213 207 208 205 211
INFORMATION EXCHANGE PROCEDURES (IEP)	Account Number Activity Beginning Date Activity Category Activity Ending Date Activity FTE Activity Program Function Annual Salary Rate Appointment Effective Date Appointment Period Course Identifier Faculty Rank Section Identifier	204 407 401 408 402 403 213 207 206 405 211 406
MANPOWER ACCOUNTING MANUAL (PCM)	Assignment Assignment Beginning Date Assignment Ending Date Assignment FTE	301 303 304 302
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CHAPTER IV  
DEMOGRAPHIC AND BIOGRAPHICAL DATA

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002	Staff Identification Number
003	Date of Birth
004	Sex
005	Marital Status
006	Citizenship Status
007	Civil Rights Racial Category
008	Address - Street/Apartment
009	Address - City
010	Address - State
011	Address - Zip Code
012	Address - Telephone Number
013	Campus Office - Campus
014	Campus Office - Building Code
015	Campus Office - Building Name
016	Campus Office - Room Number
017	Campus Office - Telephone Number
018	Physical Handicap Status
019	Student Identification Number
020	Termination Code
021	Termination Date

DEMOGRAPHIC AND BIOGRAPHICAL DATA

<u>DED No.</u>	<u>Title</u>
022	Highest Academic Degree or Diploma
023	Honorary Degrees and Awards
024	Professional Affiliations
025	Licenses, Certificates, and Registrations
026	Special Competencies
027	Achievement Record
028	Type of Previous Employment
029	Location of Previous Employment - State

National Center for Higher Education Management Systems

**DATA ELEMENT DICTIONARY**  
**Staff Related Data Elements**

001  
ELEMENT  
NUMBER

**ELEMENT TITLE**

Name

**DEFINITION:**

The legal combination of words by which the employee is known.

**CODES OR RECORDING INSTRUCTIONS:**

Literal text that may include the following sub-elements:

- a. Last name
- b. Prefix
- c. Suffix
- d. First name
- e. Middle name
- f. Maiden name

**USES**

**COMMENTS:**

**DATE ISSUED**

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002

National Center for Higher Education Management Systems

ELEMENT  
NUMBER

**DATA ELEMENT DICTIONARY**  
**Staff Related Data Elements**

**ELEMENT TITLE** Staff Identification Number

**DEFINITION:**

The unique number assigned to each individual considered to be an employee by the institution.

**CODES OR RECORDING INSTRUCTIONS:**

**USES**

**COMMENTS:**

The employee's social security number is typically used for this element. This element is a linking element to the Course and Student sections.

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National Center for Higher Education Management Systems

**DATA ELEMENT DICTIONARY**  
**Staff Related Data Elements**

003

ELEMENT  
NUMBER

**ELEMENT TITLE**

Date of Birth

**DEFINITION:**

The calendar date of birth as designated on the employee's legal birth registration or certificate.

**CODES OR RECORDING INSTRUCTIONS:**

Six-digit numeric code - YYMMDD

See Appendix 1

**USES**

**COMMENTS:**

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004

National Center for Higher Education Management Systems

ELEMENT  
NUMBER

**DATA ELEMENT DICTIONARY**  
**Staff Related Data Elements**

ELEMENT TITLE

Sex

DEFINITION

The sex of the employee, male or female.

**CODES OR RECORDING INSTRUCTIONS**

<u>Code</u>	<u>Category</u>
M	Male
F	Female

USES

HEGIS

COMMENTS

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National Center for Higher Education Management Systems

005

DATA ELEMENT DICTIONARY  
Staff Related Data Elements

ELEMENT  
NUMBER

ELEMENT TITLE Marital Status

DEFINITION:

The legal status of the employee with respect to wedlock.

CODES OR RECORDING INSTRUCTIONS:

<u>Category</u>	<u>Definition</u>
Single	The state of never having been or not presently married.
Married	The state of having a spouse.
Legally Separated	The state of having the conjugal relationship of husband and wife terminated by court decree.
Widowed	The state of being deprived of one's spouse through his or her death.
Divorced	The state of having the marriage dissolved by judicial declaration.

USES

COMMENTS:

For many institutions, "Single" or "Married" may be sufficient categories.

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006

ELEMENT  
NUMBER

National Center for Higher Education Management Systems

**DATA ELEMENT DICTIONARY**  
**Staff Related Data Elements**

**ELEMENT TITLE** Citizenship Status

**DEFINITION:**

The code that indicates the employee's nationality and visa type, if appropriate.

**CODES OR RECORDING INSTRUCTIONS:**

\*First two characters are country - see Appendix 3.

\*\*Third and fourth characters are reserved for visa type - see Appendix 4.

\*Existing U. S. Department of Commerce standard

\*\*Existing U. S. Department of Justice standard

**USES**

**COMMENTS:**

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# National Center for Higher Education Management Systems

## DATA ELEMENT DICTIONARY Staff Related Data Elements

007

ELEMENT  
NUMBER

### ELEMENT TITLE

Civil Rights Racial Category

### DEFINITION:

An indication of the employee's ethnic origin.

### CODES OR RECORDING INSTRUCTIONS:

Civil rights compliance reporting requires the following categories:

Code	Category
1	Oriental
2	American Indian
3	Negro
4	Spanish-Surnamed American*
5	All Other (Include Caucasian)

\* Includes all employees of Mexican, Puerto Rican, Cuban, or Spanish origin.

One alternative currently being used by some institutions of higher education is:

Code	Category	Description
1	Asian American	Employees who identify themselves ethnically as being of Chinese, Japanese, Korean, Hawaiian, Samoan, or Filipino descent.
2	Black American	Employees who identify themselves ethnically as being of Black or Afro-American descent.
3.	American Indian	Employees who identify themselves ethnically as being of Native American Indian descent, including Canadian and Alaskan Natives. Does not include White Americans.
4	Chicano or Mexican American	Employees who identify themselves as being of Chicano or Mexican American descent.
5	All Other American Ethnic Minorities	Employees who identify themselves ethnically with a minority group other than those listed above, such as: Puerto Rican, Cubans, Spanish, or Latin Americans, etc.
6	White American	Employees who identify themselves as native born U. S. Citizens of European descent.
7	Foreign Employees	Employees who carry F or J visa.
8	Refuse to Indicate	Employees who decline to indicate ethnic background.

### USES

### COMMENTS:

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008

ELEMENT  
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY  
Staff Related Data Elements

ELEMENT TITLE

Address - Street/Apartment

DEFINITION:

The street identification or P. O. box number of the location at which the employee may be found or reached.

CODES OR RECORDING INSTRUCTIONS:

Literal list which may include:

- a. House Number
- b. Apartment Number
- c. Street
- d. Post Office Box Number

USES

COMMENTS:

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National Center for Higher Education Management Systems

009

**DATA ELEMENT DICTIONARY**  
**Staff Related Data Elements**

**ELEMENT  
NUMBER**

**ELEMENT TITLE**

Address - City

**DEFINITION:**

The city in which the employee's residence exists.

**CODES OR RECORDING INSTRUCTIONS:**

**USES**

**COMMENTS:**

**DATE ISSUED**

September 1972

010

ELEMENT  
NUMBER

National Center for Higher Education Management Systems

**DATA ELEMENT DICTIONARY**  
**Staff Related Data Elements**

**ELEMENT TITLE** Address - State

**DEFINITION:**

The U. S. Postal Service designation of the state in which the employee's place of residence exists.

**CODES OR RECORDING INSTRUCTIONS:**

Two-digit code - see Appendix 2.

**USES**

**COMMENTS:**

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National Center for Higher Education Management Systems

**DATA ELEMENT DICTIONARY**  
**Staff Related Data Elements**

011

ELEMENT  
NUMBER

**ELEMENT TITLE**

Address - Zip Code

**DEFINITION:**

The U. S. Postal Service Zip Code designation for the employee's place of residence.

**CODES OR RECORDING INSTRUCTIONS:**

Five-digit postal code as provided in U. S. Postal Service Manual.

**USES**

**COMMENTS:**

**DATE ISSUED**

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012

ELEMENT  
NUMBER

## National Center for Higher Education Management Systems

### DATA ELEMENT DICTIONARY Staff Related Data Elements

ELEMENT TITLE

Address - Telephone Number

DEFINITION:

The telephone number of the employee or that telephone number through which the employee may be reached.

CODES OR RECORDING INSTRUCTIONS:

Actual telephone number - Area Code (3 digits); Exchange (3 digits); Number (4 digits); Extension (4 digits).

Omit hyphens.

USES

COMMENTS:

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National Center for Higher Education Management Systems

**DATA ELEMENT DICTIONARY**  
**Staff Related Data Elements**

013

ELEMENT  
NUMBER

**ELEMENT TITLE** Campus Office - Campus

**DEFINITION:**

The institutionally defined designation for the campus of the institution where the employee's office is located.

**CODES OR RECORDING INSTRUCTIONS:**

**USES**

**COMMENTS:**

**DATE ISSUED**

September 1972

014

National Center for Higher Education Management Systems

ELEMENT  
NUMBER

DATA ELEMENT DICTIONARY  
Staff Related Data Elements

ELEMENT TITLE      Campus Office - Building Code

DEFINITION:

The institutionally defined code for the specific building where the employee's office is located.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

This element is a linking element to the Facilities section.

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National Center for Higher Education Management Systems

**DATA ELEMENT DICTIONARY**  
**Staff Related Data Elements**

015

ELEMENT  
NUMBER

**ELEMENT TITLE**

Campus Office - Building Name

**DEFINITION:**

The name given by the institution to the specific building where the employee's office is located.

**CODES OR RECORDING INSTRUCTIONS:**

**USES**

**COMMENTS:**

**DATE ISSUED**

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016

National Center for Higher Education Management Systems

ELEMENT  
NUMBER

DATA ELEMENT DICTIONARY  
Staff Related Data Elements

ELEMENT TITLE Campus Office - Room Number

DEFINITION:

The number or other identifier of the room assigned to the employee for use as an office.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

This element is a linking element to the Facilities section.

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**DATA ELEMENT DICTIONARY**  
**Staff Related Data Elements**

017

**ELEMENT  
NUMBER**

**ELEMENT TITLE**

Campus Office - Telephone Number

**DEFINITION:**

The primary office telephone number of the employee or that number through which the employee may be reached.

**CODES OR RECORDING INSTRUCTIONS:**

Actual telephone number. Area Code (3 digits); Telephone Exchange (3 digits); Telephone Number (4 digits); Extension (4 digits). Omit hyphens.

**USES**

**COMMENTS:**

**DATE ISSUED**

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018

ELEMENT  
NUMBER

# National Center for Higher Education Management Systems

## DATA ELEMENT DICTIONARY Staff Related Data Elements

ELEMENT TITLE Physical Handicap Status

DEFINITION:

A code that designates an employee's anatomical deficiency or impairment that requires special arrangements within campus facilities.

CODES OR RECORDING INSTRUCTIONS:

<u>Code</u>	<u>Category</u>
1	Ambulatory
2	Sight
3	Hearing
4	Other

The above categories represent one suggested possible set. An alternative set of categories may be equally appropriate.

USES

COMMENTS:

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National Center for Higher Education Management Systems

**DATA ELEMENT DICTIONARY**  
**Staff Related Data Elements**

019

ELEMENT  
NUMBER

**ELEMENT TITLE** Student Identification Number

**DEFINITION:**

The unique number assigned by the institution to identify each employee who is considered to be a student at that institution. (Social Security number is typically used.)

**CODES OR RECORDING INSTRUCTIONS:**

**USES**

**COMMENTS:**

The individual's Social Security number is typically used. This element is a linking element to the Student section.

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020

ELEMENT  
NUMBER

# National Center for Higher Education Management Systems

## DATA ELEMENT DICTIONARY Staff Related Data Elements

ELEMENT TITLE **Termination Code**

DEFINITION:

An institutionally defined code that indicates the employee's reason for leaving the institution, e.g., voluntary resignation, involuntary resignation, etc.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

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National Center for Higher Education Management Systems

**DATA ELEMENT DICTIONARY**  
**Staff Related Data Elements**

021  
**ELEMENT  
NUMBER**

**ELEMENT TITLE**

Termination Date

**DEFINITION:**

The calendar date when the employee terminated from the institution.

**CODES OR RECORDING INSTRUCTIONS:**

Six-digit numeric code - YYMMDD  
See Appendix 1.

**USES**

**COMMENTS:**

**DATE ISSUED**

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022

ELEMENT  
NUMBER

## National Center for Higher Education Management Systems

### DATA ELEMENT DICTIONARY Staff Related Data Elements

ELEMENT TITLE      Highest Academic Degree or Diploma

DEFINITION:

A code to indicate the highest degree, certificate, or diploma earned by the employee.

CODES OR RECORDING INSTRUCTIONS:

Category

- No academic credential
- High School diploma or GED
- Trade or craft certificate
- Professional certificate
- Associate Degree
- Bachelor's Degree
- Master's Degree
- Professional Degree
- Doctorate

The above categories represent one suggested possible set. An alternative set of categories may be equally appropriate.

USES

COMMENTS:

Honorary degrees should not be considered.

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National Center for Higher Education Management Systems

023

**DATA ELEMENT DICTIONARY**  
**Staff Related Data Elements**

ELEMENT  
NUMBER

**ELEMENT TITLE** Honorary Degrees and Awards

**DEFINITION:**

A degree, award, or distinction bestowed or conferred upon the employee as an honor without the usual adjuncts.

**CODES OR RECORDING INSTRUCTIONS:**

This element should be coded as an appropriate number of text records and should include the following items.

- a. Award
- b. Date of award

**USES**

**COMMENTS:**

**DATE ISSUED** September 1972

024  
ELEMENT  
NUMBER

National Center for Higher Education Management Systems

**DATA ELEMENT DICTIONARY**  
**Staff Related Data Elements**

**ELEMENT TITLE** Professional Affiliations

**DEFINITION:**

The associations of the employee with professional organizations or learned societies. This element should include ranks within the organizations and dates, if appropriate.

**CODES OR RECORDING INSTRUCTIONS:**

This element should be coded as an appropriate number of records and should include the following items:

- a. Association
- b. Rank
- c. Date(s)

**USES**

**COMMENTS:**

**DATE ISSUED**

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National Center for Higher Education Management Systems

**DATA ELEMENT DICTIONARY**  
**Staff Related Data Elements**

025

ELEMENT-  
NUMBER

**ELEMENT TITLE** Licenses, Certificates, and Registrations

**DEFINITION:**

Specific credentials entitling the employee to engage in legal practice of a profession. (Medical License, Legal Bar, C.P.A., etc.)

**CODES OR RECORDING INSTRUCTIONS:**

This element should be coded as an appropriate number of text records and should include the specific credential earned by the employee.

**USES**

**COMMENTS:**

**DATE ISSUED**

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026  
ELEMENT  
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY  
Staff Related Data Elements

ELEMENT TITLE Special Competencies

DEFINITION:

Special interests, competencies, and experiences of the employee such as foreign country experience, foreign language competency, significant prior employment positions, significant performing or creative skills, etc.

CODES OR RECORDING INSTRUCTIONS:

This element should be coded as an appropriate number of text records and should include the following items:

- a. Competency
- b. Date

USES

COMMENTS:

DATE ISSUED

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National Center for Higher Education Management Systems

027

ELEMENT  
NUMBER

DATA ELEMENT DICTIONARY  
Staff Related Data Elements

ELEMENT TITLE

Achievement Record

DEFINITION:

Summary of the publications and other achievements reaching publics outside the institution. Should include papers presented, monographs, major articles, books, and other creative achievements.

CODES OR RECORDING INSTRUCTIONS:

This element should be coded as an appropriate number of text records and should include the following items:

- a. Achievement
- b. Date

USES

COMMENTS:

DATE ISSUED

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028

ELEMENT  
NUMBER

# National Center for Higher Education Management Systems

## DATA ELEMENT DICTIONARY Staff Related Data Elements

ELEMENT TITLE Type of Previous Employment

DEFINITION:

An institutionally defined code to indicate the type of the employee's previous employment just prior to appointment at this institution, e.g., Government, Industry, University, Student, Self-Employed, etc.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

029

**DATA ELEMENT DICTIONARY**  
**Staff Related Data Elements**

ELEMENT  
NUMBER

**ELEMENT TITLE** Location of Previous Employment - State

**DEFINITION:**

U. S. Postal Service code for the state in which the employee's previous employment occurred.

**CODES OR RECORDING INSTRUCTIONS:**

Two-digit code - see Appendix 2.

**USES**

**COMMENTS:**

If the previous location was a foreign country, code as "ZZ".

**DATE ISSUED** September 1972

CHAPTER V  
PREVIOUS EDUCATIONAL EXPERIENCE DATA

<u>DED No.</u>	<u>Title</u>
101	Institution Name
102	Degree/Certificate
103	Degree/Certificate Date
104	Major Field of Study
105	Beginning Date - Year
106	Ending Date - Year

National Center for Higher Education Management Systems

**DATA ELEMENT DICTIONARY**  
**Staff Related Data Elements**

101

ELEMENT  
NUMBER

**ELEMENT TITLE** Institution Name

**DEFINITION:**

The name of the institution at which the employee obtained the educational experience described by this block of data elements.

**CODES OR RECORDING INSTRUCTIONS:**

**USES**

**COMMENTS:**

**DATE ISSUED** September 1972

102

ELEMENT  
NUMBER

## National Center for Higher Education Management Systems

### DATA ELEMENT DICTIONARY Staff Related Data Elements

ELEMENT TITLE      Degree/Certificate

DEFINITION:

The title or award conferred upon the employee for the successful completion of a given curriculum or program.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

Should include high school diplomas and GED certificates.

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National Center for Higher Education Management Systems

**DATA ELEMENT DICTIONARY**  
**Staff Related Data Elements**

103

ELEMENT  
NUMBER

**ELEMENT TITLE** Degree/Certificate Date

**DEFINITION:**

Calendar date on which degree or certificate was awarded.

**CODES OR RECORDING INSTRUCTIONS:**

Four-digit numeric code - YYMM  
See Appendix 1.

**USES**

**COMMENTS:**

**DATE ISSUED** September 1972

104

ELEMENT  
NUMBER

# National Center for Higher Education Management Systems

## DATA ELEMENT DICTIONARY Staff Related Data Elements

ELEMENT TITLE

Major Field of Study

DEFINITION:

The degree or certificate program in which the employee was enrolled or has completed. HEGIS taxonomy preferred.

CODES OR RECORDING INSTRUCTIONS:

Four-digit numeric code

If HEGIS Taxonomy used, see Appendix 5.

USES

COMMENTS:

This element is not required if degree or certificate is a high school diploma.

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National Center for Higher Education Management Systems

**DATA ELEMENT DICTIONARY**  
**Staff Related Data Elements**

105

ELEMENT  
NUMBER

**ELEMENT TITLE**

Beginning Date - Year

**DEFINITION:**

The calendar year in which the educational experience described in this block of data elements began.

**CODES OR RECORDING INSTRUCTIONS:**

The two low-order digits of the calendar year, e.g., 1972 = "72"

**USES**

**COMMENTS:**

**DATE ISSUED**

September 1972

106

ELEMENT  
NUMBER

National Center for Higher Education Management Systems

**DATA ELEMENT DICTIONARY**  
**Staff Related Data Elements**

ELEMENT TITLE

Ending Date - Year

DEFINITION:

The calendar year in which the educational experience described in this block of data elements was terminated.

CODES OR RECORDING INSTRUCTIONS:

The two low-order digits of the calendar year, e.g., 1972 = "72"

USES

COMMENTS:

This element is not needed if degree or certificate was awarded.

DATE ISSUED

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CHAPTER VI  
APPOINTMENT DATA

<u>DED No.</u>	<u>Title</u>
201	Appointment Title
202	Appointment Code
203	Appointment Organizational Unit
204	Account Number
205	Appointment FTE
206	Appointment Period
207	Appointment Effective Date
208	Appointment Expiration Date
209	Appointment Status
210	Leave Status
211	Faculty Rank
212	Tenure Status
213	Annual Salary Rate
214	Method of Entry into Current Job Class
215	Position Identification
216	Position Budget Amount

National Center for Higher Education Management Systems

**DATA ELEMENT DICTIONARY**  
**Staff Related Data Elements**

201  
**ELEMENT  
NUMBER**

**ELEMENT TITLE** Appointment Title

**DEFINITION:**

The institutionally defined descriptive title of the employee's position or appointment.

**CODES OR RECORDING INSTRUCTIONS:**

Literal title.

**USES** HEGIS

**COMMENTS:**

**DATE ISSUED** September 1972

202  
ELEMENT  
NUMBER

National Center for Higher Education Management Systems

**DATA ELEMENT DICTIONARY**  
**Staff Related Data Elements**

**ELEMENT TITLE** Appointment Code

**DEFINITION:**

An institutionally defined code that describes the category of position.  
This code will usually map directly to the appointment title (DED 201).

**CODES OR RECORDING INSTRUCTIONS:**

**USES**

**COMMENTS:**

**DATE ISSUED** September 1972

National Center for Higher Education Management Systems

**DATA ELEMENT DICTIONARY**  
**Staff Related Data Elements**

203

**ELEMENT  
NUMBER**

**ELEMENT TITLE** Appointment Organizational Unit

**DEFINITION:**

An institutionally defined code for the organizational unit to which the employee is attached for purposes of personnel and similar administrative relationships.

**CODES OR RECORDING INSTRUCTIONS:**

**USES**

FAA

**COMMENTS:**

This is a linking element that should be consistent throughout all uses and files.

**DATE ISSUED** September 1972

204  
ELEMENT  
NUMBER

National Center for Higher Education Management Systems

**DATA ELEMENT DICTIONARY**  
Staff Related Data Elements

**ELEMENT TITLE** Account Number

**DEFINITION:**

The institutional account number to which the salary for this appointment is charged.

**CODES OR RECORDING INSTRUCTIONS:**

**USES** RRPM, CFP, IEP, SAM, FAA, HEFM

**COMMENTS:**

This element is a linking element to the Finance section.

**DATE ISSUED** September 1972

National Center for Higher Education Management Systems

**DATA ELEMENT DICTIONARY**  
**Staff Related Data Elements**

205

ELEMENT  
NUMBER

**ELEMENT TITLE**

Appointment FTE

**DEFINITION:**

The full-time-equivalent proportion, as defined by institutional standards, represented by the appointment described by this block of data elements.

**CODES OR RECORDING INSTRUCTIONS:**

E.g.:

1-FTE = "100"  
1/2 FTE = "050"

**USES**

RRPM, CFP, IEP, SAM, FAA, HEFM

**COMMENTS:**

**DATE ISSUED**

September 1972

206

ELEMENT  
NUMBER

# National Center for Higher Education Management Systems

## DATA ELEMENT DICTIONARY Staff Related Data Elements

ELEMENT TITLE

Appointment Period

DEFINITION:

The number of months to which this appointment applies.

CODES OR RECORDING INSTRUCTIONS:

Actual number of months rounded to nearest whole month.

USES

CFP, FAA

COMMENTS:

If appointment is indefinite or greater than 12 months, enter "12". This element may be derived from elements 207 and 208 but is frequently stored by institutions.

DATE ISSUED

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National Center for Higher Education Management Systems

**DATA ELEMENT DICTIONARY**  
**Staff Related Data Elements**

207

**ELEMENT  
NUMBER**

**ELEMENT TITLE** Appointment Effective Date

**DEFINITION:**

Calendar date within a given fiscal year on which this appointment is (was) effective.

**CODES OR RECORDING INSTRUCTIONS:**

Six-digit numeric code - YYMMDD  
See Appendix 1.

**USES** IEP, RRPM, CFP, HEGIS, HEFM

**COMMENTS:**

**DATE ISSUED** September 1972

208  
ELEMENT  
NUMBER

National Center for Higher Education Management Systems

**DATA ELEMENT DICTIONARY**  
Staff Related Data Elements

**ELEMENT TITLE** Appointment Expiration Date

**DEFINITION:**

Calendar date within a given fiscal year on which this appointment will be (was) terminated.

**CODES OR RECORDING INSTRUCTIONS:**

Six-digit numeric code - YYMMDD  
See Appendix 1.

**USES** IEP, RRPM, CFP, HEGIS, HEFM

**COMMENTS:**

**DATE ISSUED** September 1972

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209

**DATA ELEMENT DICTIONARY**  
**Staff Related Data Elements**

**ELEMENT  
NUMBER**

**ELEMENT TITLE**

Appointment Status

**DEFINITION:**

An institutionally defined code to identify the status or type of this appointment, e.g., regular, temporary, visiting.

**CODES OR RECORDING INSTRUCTIONS:**

**USES**

HEGIS, FAA

**COMMENTS:**

**DATE ISSUED**

September 1972

210

ELEMENT  
NUMBER

National Center for Higher Education Management Systems

**DATA ELEMENT DICTIONARY**  
**Staff Related Data Elements**

ELEMENT TITLE

Leave Status

DEFINITION:

An institutionally defined code to indicate the employee's leave status, if appropriate; e.g., Sabbatical, leave without pay, etc.

CODES OR RECORDING INSTRUCTIONS:

USES

RRPM, FAA, HEGIS

COMMENTS:

DATE ISSUED

September 1972

National Center for Higher Education Management Systems

**DATA ELEMENT DICTIONARY**  
**Staff Related Data Elements**

211

ELEMENT  
NUMBER

**ELEMENT TITLE**

Faculty Rank

**DEFINITION:**

The institutionally defined categorization of a faculty position as a function of a number of variables, such as responsibility, length of service, and academic expertise; e.g., Teaching Assistant, Teaching Associate, Research Associate, Lecturer, Instructor, Assistant Professor, Associate Professor, Professor.

**CODES OR RECORDING INSTRUCTIONS:**

**USES**

RRPM, IEP, PM, HEGIS, SAM, CFP, HEFM, FAA

**COMMENTS:**

**DATE ISSUED**

September 1972

212  
ELEMENT  
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY  
Staff Related Data Elements

ELEMENT TITLE      Tenure Status

DEFINITION:

The state of the employee with respect to assurance of permanence in a position for the duration of that position, e.g., Tenured, Nontenured, Not Eligible.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

DATE ISSUED      September 1972

National Center for Higher Education Management Systems

**DATA ELEMENT DICTIONARY**  
**Staff Related Data Elements**

213

**ELEMENT  
NUMBER**

**ELEMENT TITLE** Annual Salary Rate

**DEFINITION:**

The full-time-equivalent annual salary rate at which the employee is being paid for this appointment.

**CODES OR RECORDING INSTRUCTIONS:**

Actual dollar amount.

**USES**

RRPM, IEP, PM, CFP, HEGIS, HEFM, FAA

**COMMENTS:**

**DATE ISSUED** September 1972

214

National Center for Higher Education Management Systems

ELEMENT  
NUMBER

**DATA ELEMENT DICTIONARY**  
**Staff Related Data Elements**

ELEMENT TITLE

Method of Entry into Current Job Class

DEFINITION:

An institutionally defined code to identify the method by which the employee was brought into this job class.

CODES OR RECORDING INSTRUCTIONS:

Category

New Hire

Promotion

Transfer

Demotion

USES

COMMENTS:

The above categories are those required for HEW compliance reporting purposes.

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National Center for Higher Education Management Systems

215

DATA ELEMENT DICTIONARY  
Staff Related Data Elements

ELEMENT  
NUMBER

ELEMENT TITLE

Position Identification

DEFINITION:

An institutionally defined code that describes the employee's position with the institution.

CODES OR RECORDING INSTRUCTIONS:

USES

SAM

COMMENTS:

DATE ISSUED

September 1972

216

ELEMENT  
NUMBER

National Center for Higher Education Management Systems

**DATA ELEMENT DICTIONARY**  
**Staff Related Data Elements**

**ELEMENT TITLE** Position Budget Amount

**DEFINITION:**

The dollar amount budgeted by the institution for the appointment described by this block of data elements.

**CODES OR RECORDING INSTRUCTIONS:**

Actual dollar amount.

**USES**

**COMMENTS:**

**DATE ISSUED** September 1972

CHAPTER VII  
ASSIGNMENT DATA

<u>DED No.</u>	<u>Title</u>
301	Assignment
302	Assignment FTE
303	Assignment Beginning Date
304	Assignment Ending Date

National Center for Higher Education Management Systems

301

ELEMENT  
NUMBER

DATA ELEMENT DICTIONARY  
Staff Related Data Elements

ELEMENT TITLE

Assignment

DEFINITION:

A code that describes a specific set of activities an employee is expected to perform within a program established to accomplish some institutional goal.

CODES OR RECORDING INSTRUCTIONS:

First eight digits of Manpower Assignment Code as described in A Manual for Manpower Accounting in Higher Education (Minter, 1971).

The first (Program Function) and seventh (Occupational Activity) digits are required for HEGIS reporting purposes.

<u>Program Function</u>		<u>Occupational Activity</u>	
<u>Code</u>	<u>Category</u>	<u>Code</u>	<u>Category</u>
1	Instruction	1	Executive, Administrative, Managerial
2	Organized Research	2	Instructional
3	Public Service	3	Professional
4	Academic Support	4	Technical
5	Student Service	5	Office
6	Institutional Support	6	Crafts and Trades
7	Independent Operations	7	Service

USES

PCM, PM, HEGIS, CFP, FAA

COMMENTS:

This element will occur before the fact for each assignment of the employee.

DATE ISSUED

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302

National Center for Higher Education Management Systems

ELEMENT  
NUMBER

DATA ELEMENT DICTIONARY  
Staff Related Data Elements

ELEMENT TITLE

Assignment FTE

DEFINITION:

The full-time-equivalent proportion that an employee is expected to devote to the accomplishment of a specific assignment.

CODES OR RECORDING INSTRUCTIONS:

E.g.: 1 FTE = "100"  
1/2 FTE = "050"

USES

PCM, PM, CFP, FAA

COMMENTS:

This element will occur before the fact for each assignment of the employee.

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DATA ELEMENT DICTIONARY  
Staff Related Data Elements

303

ELEMENT  
NUMBER

ELEMENT TITLE

Assignment Beginning Date

DEFINITION:

Calendar date on which this assignment is scheduled to begin.

CODES OR RECORDING INSTRUCTIONS:

Six-digit numeric code - YYMMDD  
See Appendix 1.

USES

PCM, HEGIS, CFP, FAA

COMMENTS:

DATE ISSUED

September 1972

304

ELEMENT  
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY  
Staff Related Data Elements

ELEMENT TITLE Assignment Ending Date

DEFINITION:

Calendar date on which this assignment is scheduled to end.

CODES OR RECORDING INSTRUCTIONS:

Six-digit numeric code - YYMMDD  
See Appendix 1.

USES

PCM, HEGIS, CFP, FAA

COMMENTS:

DATE ISSUED

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## FACULTY ACTIVITY DATA

<u>DED No.</u>	<u>Title</u>
401	Activity Category
402	Activity FTE
403	Activity Program Function
404	Activity Outcome Category
405	Course Identifier
406	Section Identifier
407	Activity Beginning Date
408	Activity Ending Date

National Center for Higher Education Management Systems

401

**DATA ELEMENT DICTIONARY**  
**Staff Related Data Elements**

**ELEMENT  
NUMBER**

**ELEMENT TITLE** Activity Category

**DEFINITION:**

A code that describes the activities that faculty typically perform.

**CODES OR RECORDING INSTRUCTIONS:**

<u>Code</u>	<u>Category</u>
01	Scheduled Teaching
02	Unscheduled Teaching
03	Academic Program Advising
04	Course and Curriculum
	Research and Development
05	Institutes and Research Centers
06	Specific Projects
07	General Scholarship and Professional Development
08	General Professional Service/Advice directed outside the institution
09	Extension Service (Noninstitutional)
10	Student-Oriented Service
11	General Professional Service/Advice directed toward the institution
12	Service Reports and Records
13	Administrative Duties
14	Committee Participation

The above categories and definitions are those currently being pilot tested by the Faculty Activity Analysis project and are subject to change.

**USES** FAA, RRPM, IEP, PM, CFP

**COMMENTS:**

This element will occur after the fact for each activity that the faculty member has performed.

**DATE ISSUED** September 1972

402

National Center for Higher Education Management Systems

ELEMENT  
NUMBER

DATA ELEMENT DICTIONARY  
Staff Related Data Elements

ELEMENT TITLE

Activity FTE

DEFINITION:

The full-time-equivalent proportion that a faculty member devotes to the accomplishment of a specific activity.

CODES OR RECORDING INSTRUCTIONS:

E.g.: 1 FTE = "100"  
1/2 FTE = "050"

USES

RRPM, FAA, CFP, IEP

COMMENTS:

This element will occur after the fact for each activity that the faculty member has performed.

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403

**DATA ELEMENT DICTIONARY**  
**Staff Related Data Elements**

ELEMENT  
NUMBER

**ELEMENT TITLE**

Activity Program Function

**DEFINITION:**

The institutional program for which a particular set of faculty activities is designed or exists.

**CODES OR RECORDING INSTRUCTIONS:**

First eight digits of the Program Classification Structure (PCS) code (Gulko, 1972).

**USES**

FAA, CFP, RRPM, PM, IEP

**COMMENTS:**

Some programs will require only the first two digits of the PCS code.

**DATE ISSUED**

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404  
ELEMENT  
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY  
Staff Related Data Elements

ELEMENT TITLE      Activity Outcome Category

DEFINITION:

Those intended products, events, and/or conditions produced by the activity described by this block of data elements that potentially can affect one or more beneficiary groups.

CODES OR RECORDING INSTRUCTIONS:

<u>Code</u>	<u>Category</u>	<u>Definition</u>
1	Student Growth and Development	Results and benefits of activities that are contributed to enhancing personal, social, academic, and/or career aspects of students who are registered in the institution.
2	Development of New Knowledge and Art Forms	Results and benefits of activities that contribute to the development, storage, utilization, and/or appreciation of knowledge and art.
3	Inseparable Combination of 1 and 2	Results and benefits of activities that contribute to both student growth and development of new knowledge and art forms and cannot be separated.
4	Community Development and Service	Results and benefits of activities that contribute to educational growth and provide short- or long-term utility to the community.
5	General Institutional Support	Results and benefits of activities that contribute to maintaining the institution.
6	Personal Professional Growth	Results and benefits of activities that contribute principally to personal professional growth.

USES      FAA

COMMENTS: The above categories and definitions are those currently being pilot tested by the Faculty Activity Analysis project and are subject to change.

This data element would have a multiple occurrence if the activity contributes to joint outcomes.

DATE ISSUED      September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY  
Staff Related Data Elements

405  
ELEMENT  
NUMBER

ELEMENT TITLE Course Identifier

DEFINITION:

Official institutional number or other code that serves to identify uniquely the course being taught.

CODES OR RECORDING INSTRUCTIONS:

USES RRPM, FAA, IEP

COMMENTS:

This element is a linking element to the Course section.

DATE ISSUED September 1972

406

ELEMENT  
NUMBER

National Center for Higher Education Management Systems

**DATA ELEMENT DICTIONARY**  
Staff Related Data Elements

ELEMENT TITLE: Section Identifier

DEFINITION:

A unique identifier for the section within a course being taught.

CODES OR RECORDING INSTRUCTIONS:

USES: RRPM, FAA, IEP

COMMENTS:

Along with the Course Identifier (element 405), this element is a linking element to the Course section.

DATE ISSUED: September 1972

National Center for Higher Education Management Systems

**DATA ELEMENT DICTIONARY**  
**Staff Related Data Elements**

407  
ELEMENT  
NUMBER

**ELEMENT TITLE** Activity Beginning Date

**DEFINITION:**

Calendar date when this activity is scheduled to begin (began).

**CODES OR RECORDING INSTRUCTIONS:**

Six-digit numeric code - YYMMDD

See Appendix 1.

**USES** FAA, RRPM, CFP, IEP

**COMMENTS:**

**DATE ISSUED:** September 1972

408

ELEMENT  
NUMBER

National Center for Higher Education Management Systems

**DATA ELEMENT DICTIONARY**  
Staff Related Data Elements

ELEMENT TITLE

Activity Ending Date

DEFINITION:

Calendar date when this activity is scheduled to end (ended).

CODES OR RECORDING INSTRUCTIONS:

Six-digit numeric code - YYMMDD

See Appendix 1.

USES

FAA, RRPM, CFP, IEP

COMMENTS:

DATE ISSUED

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APPENDIX 1  
STANDARD FORMAT FOR CALENDAR DATE

The specification for calendar date used in the Data Element Dictionary is the one adopted by the U. S. Department of Commerce, National Bureau of Standards, as reported in Federal Information Processing Standards (FIPS) Publication No. 4 dated November 1, 1968.

In this standard, "Calendar Date is represented by a numeric code of six consecutive positions that represent (from left to right, in high to low order sequence) the Year, the Month and the Day, as identified by the Gregorian Calendar."

The first two positions represent the tens and units identification of the year. For example, the year 1914 is represented as 14, and the year 1915 is represented as 15.

The third and fourth positions represent the twelve months of the year, i.e.,

<u>Month</u>	<u>Code</u>
January	01
February	02
March	03
April	04
May	05
June	06
July	07
August	08
September	09
October	10
November	11
December	12

The fifth and sixth positions represent the days of the month, which are expressed as 01 through 31.

Examples of calendar date coding are: December 1, 1909, is coded as 091201; 31 January, 1964, is coded as 640131; 1967 January 15 is coded as 670115.

When the day of the month is not known, insert zeroes in the last two digits of the date field.

APPENDIX 2  
STANDARD ABBREVIATIONS FOR STATES OF THE UNITED STATES

The two-character alphabetic codes below are recognized by the United States Postal Service and recommended for use as the standard code set in the NCHEMS Data Element Dictionary.

Alabama . . . . .	AL	Montana . . . . .	MT
Alaska. . . . .	AK	Nebraska. . . . .	NB
Arizona . . . . .	AZ	Nevada. . . . .	NV
Arkansas. . . . .	AR	New Hampshire . . . . .	NH
California. . . . .	CA	New Jersey. . . . .	NJ
Colorado. . . . .	CO	New Mexico. . . . .	NM
Connecticut . . . . .	CT	New York. . . . .	NY
Delaware. . . . .	DE	North Carolina. . . . .	NC
District of Columbia. . . . .	DC	North Dakota. . . . .	ND
Florida . . . . .	FL	Ohio. . . . .	OH
Georgia . . . . .	GA	Oklahoma. . . . .	OK
Hawaii. . . . .	HI	Oregon. . . . .	OR
Idaho . . . . .	ID	Pennsylvania. . . . .	PA
Illinois. . . . .	IL	Rhode Island. . . . .	RI
Indiana . . . . .	IN	South Carolina. . . . .	SC
Iowa. . . . .	IA	South Dakota. . . . .	SD
Kansas. . . . .	KS	Tennessee . . . . .	TN
Kentucky. . . . .	KY	Texas . . . . .	TX
Louisiana . . . . .	LA	Utah. . . . .	UT
Maine . . . . .	ME	Vermont . . . . .	VT
Maryland. . . . .	MD	Virginia. . . . .	VA
Massachusetts . . . . .	MA	Washington. . . . .	WA
Michigan. . . . .	MI	West Virginia. . . . .	WV
Minnesota . . . . .	MN	Wisconsin . . . . .	WI
Mississippi . . . . .	MS	Wyoming . . . . .	WY
Missouri. . . . .	MO		

APPENDIX 3  
STANDARD ABBREVIATIONS FOR COUNTRIES OF THE WORLD

The standard value set recommended to represent countries of the world is that of the U. S. Department of Commerce, National Bureau of Standards as reported in Federal Information Processing Standards (FIPS) publication number 10 dated June 15, 1970.

**Countries, Dependencies, and Areas of Special Sovereignty  
With Their Assigned Codes. (Sequenced by Code)**

Code	Name	Code	Name
A			
AC	ANTIGUA	BR	BRAZIL
AF	AFGHANISTAN	BT	BHUTAN
AG	ALGERIA	BU	BULGARIA
AL	ALBANIA	BV	BOUDET ISLAND
AN	ANDORRA	BX	BRUNEI
AO	ANGOLA	BY	BURUNIDI
AQ	AMERICAN SAMOA		
AR	ARGENTINA		
AS	AUSTRALIA		
AT	ASHMORE AND CARTIER ISLANDS	CA	CANADA
AU	AUSTRIA	CB	CAMBODIA
AY	ANTARCTICA	CD	CHAD
		CE	CEYLON
		CF	CONGO(BRAZZA VILLE)
		CG	CONGO (KINSHASA)
		CH	CHINA, COMMUNIST
BA	GAHRAIN	CI	CHILE
BB	BARBADOS	CJ	CAYMAN ISLANDS
BC	BOTSWANA	CK	COCOS ISLANDS
BD	BERMUDA	CL	CENTRAL AND SOUTHERN LINE ISLANDS
BE	BELGIUM	CM	CAMEROON
BF	BAHAMAS	CN	COMORO ISLANDS
BH	BRITISH HONDURAS	CO	COLOMBIA
BL	BOLIVIA	CS	COSTA RICA
BM	BURMA	CT	CENTRAL AFRICAN REPUBLIC
BP	BRITISH SOLOMON ISLANDS	CU	CUBA
BQ	UNITED STATES MISC. CARIBBEAN ISLANDS	CV	CAPE VERDE

**Countries, Dependencies, and Areas of Special Sovereignty  
With Their Assigned Codes. (Sequenced by Code)**

Code	Name	Code	Name
CW	COOK ISLANDS	GJ	GRENADA
CY	CYPRUS	GL	GREENLAND
CZ	CZECHOSLOVAKIA	GN	GILBERT AND ELLICE ISLANDS
		GP	GUADELOUPE
	D	GQ	GUAM
DA	DENMARK	GR	GREECE
DM	DAHOMEY	GT	GUATEMALA
DO	DOMINICA	GV	GUINEA
DR	DOMINICAN REPUBLIC	GY	GUYANA
		GZ	GAZA STRIP
	E		H
EC	ECUADOR	HA	HAITI
EG	UNITED ARAB REPUBLIC	HK	HONG KONG
EI	IRELAND	HM	HEARD AND McDONALD ISLANDS
EK	EQUATORIAL GUINEA	HO	HONDURAS
EQ	CANTON AND ENDERBURY ISLANDS	HU	HUNGARY
ES	EL SALVADOR		
ET	ETHIOPIA		
			I
	F		
FA	FALKLAND ISLANDS	IC	ICELAND
FG	FRENCH GUIANA	ID	INDONESIA
FI	FINLAND	IN	INDIANA
FJ	FIJI	IO	BRITISH INDIAN OCEAN TERRITORY
FO	FAEROE ISLANDS	IQ	UNITED STATES MISC.
FP	FRENCH POLYNESIA	IR	PACIFIC ISLANDS
FR	FRANCE	IS	IRAN
FS	FRENCH SOUTHERN AND ANTARCTIC LANDS (excluding Terre Adelie)	IT	ISRAEL
FT	FRENCH TERRITORY OF AFARS AND ISSAS	IY	ITALY
			ISRAEL-SYRIA DEMILITARIZED ZONES
			IRAQ-SAUDI ARABIA NEUTRAL ZONE
		IZ	IRAQ
	G		
GA	GAMBIA		J
GB	GABON	JA	JAPAN
GC	GERMANY, SOVIET ZONE OF	JM	JAMAICA
GE	GERMANY, FEDERAL REPUBLIC OF	JN	JAN MAYEN
GH	GHANA	JO	JORDAN
GI	GIBRALTAR	JQ	JOHNSTON ATOLL

**Countries, Dependencies, and Areas of Special Sovereignty  
With Their Assigned Codes. (Sequenced by Code)**

Code	Name	Code	Name
	K		N
KE	KENYA	NA	NETHERLANDS ANTILLES
KN	KOREA, NORTH	NC	NEW CALEDONIA
KS	KOREA, REPUBLIC OF	NE	NIUE
KT	CHRISTMAN ISLAND (INDIAN OCEAN)	NF	NORFOLK ISLAND
KU	KUWAIT	NG	NIGER
	L	NH	NEW HEBRIDES
LA	LAOS	NI	NIGERIA
LE	LEBANON	NL	NETHERLANDS
LI	LIBERIA	NO	NORWAY
LS	LIECHTENSTEIN	NP	NEPAL
LT	LESOTHO	NR	NAURU
LU	LUXEMBOURG	NS	SURINAM
LY	LIBYA	NU	NICARAGUA
		NZ	NEW ZEALAND
			/
	M		P
MA	MADAGASCAR	PA	PARAGUAY
MB	MARTINIQUE	PC	PITCAIRN ISLAND
MC	MACAO	PE	PERU
ME	SPANISH TERRITORIES IN NORTHERN MOROCCO	PF	PARACAL ISLANDS
MG	MONGOLIA	PG	SPRATLY ISLAND
MH	MONTSERRAT	PK	PAKISTAN
MI	MALAWI	PL	POLAND
ML	MALI	PN	PANAMA
MN	MONACO	PO	PORTUGAL
MO	MOROCCO	PP	PAPUA AND NEW GUINEA
MP	MAURITIUS	PQ	CANAL ZONE
MQ	MIDWAY ISLANDS	PT	PORTUGUESE TIMOR
MR	MAURITANIA	PU	PORTUGUESE GUINEA
MT	MALTA		Q
MU	MUSCAT AND OMAN	QA	QATAR
MV	MALDIVES		
MX	MEXICO		R
MY	MALAYSIA	RE	REUNION
MZ	MOZAMBIQUE	RH	SOUTHERN RHODESIA

Countries, Dependencies, and Areas of Special Sovereignty  
With Their Assigned Codes. (Sequenced by Code)

Code	Name	Code	Name
RO	ROMANIA		U
RP	PHILIPPINES		
RQ	PUERTO RICO	UG	UGANDA
RW	RWANDA	UK	UNITED KINGDOM
	S	UR	SOVIET UNION
		US	UNITED STATES
		UV	UPPER VOLTA
SA	SAUDI ARABIA	UY	URUGUAY
SB	ST. PIERRE AND MIQUELON		
SC	ST. CHRISTOPHER-NEVIS- ANGUILLA		V
SE	SEYCHELLES	VC	ST. VINCENT
SF	SOUTH AFRICA	VE	VENEZUELA
SG	SENEGAL	VI	BRITISH VIRGIN ISLANDS
SH	ST. HELENA	VN	VIET-NAM, NORTH
SK	SIKKIM	VQ	VIRGIN ISLANDS (U.S.)
SL	SIERRA LEONE	VS	VIET-NAM, REPUBLIC OF
SM	SAN MARINO	VT	VATICAN CITY
SN	SINGAPORE		
SO	SOMALIA		W
SP	SPAIN		
SQ	SWAN ISLANDS	WA	SOUTH-WEST AFRICA
SS	SPANISH SAHARA	WB	WEST BERLIN
ST	ST. LUCIA	WF	WALLIS AND FUTUNA
SU	SUDAN	WQ	WAKE ISLAND
SV	SVALBARD	WS	WESTERN SAMOA
SW	SWEDEN	WZ	SWAZILAND
SY	SYRIA		
SZ	SWITZERLAND		Y
	T	YE	YEMEN
TC	TRUCIAL STATES	YO	YUGOSLAVIA
TD	TRINIDAD AND TOBAGO	YQ	RYUKYU ISLANDS, SOUTHERN
TH	THAILAND	YS	SOUTHERN YEMEN
TK	TURKS AND CAICOS ISLANDS		Z
TL	TOKELAU ISLANDS		
TN	TONGA	ZA	ZAMBIA
TO	TOGO		
TP	SAO TOME AND PRINCIPE		
TQ	TRUST TERRITORY OF THE PACIFIC ISLANDS		
TS	TUNISIA		
TU	TURKEY		
TW	CHINA, REPUBLIC OF		
TZ	TANZANIA		

## APPENDIX 4

### VISA TYPES

The following visa type codes and descriptions are taken from "United States Immigration Laws," General Information, published by the U. S. Department of Justice, Immigration and Naturalization Service M-50 (Rev. 1970 N).

<u>Code</u>	<u>Description</u>
A1	An ambassador, public minister, or career <u>diplomatic</u> <u>or consular</u> officer accredited by a foreign government recognized by the United States, who is accepted by the President or by the Secretary of State, and members of the applicant's immediate family. Also, upon the basis of reciprocity, certain other accredited and accepted officials and employees of recognized foreign governments and members of their immediate families, as well as the attendants and personal employees of these officials and employees, and of ambassadors.
B1	An alien having a residence in a foreign country that he has no intention of abandoning who is visiting the United States <u>temporarily for business</u> .

<u>Code</u>	<u>Description</u>
B2	An alien having a residence in a foreign country that he has no intention of abandoning who is visiting the United States <u>temporarily for pleasure.</u>
E1	An alien entitled to enter the United States solely to carry on substantial <u>trade</u> between the United States and the foreign state of which he is a national, or solely to develop and direct an enterprise in which he has invested or is actively in the process of investing a substantial amount of capital.
F1	A bona fide and qualified <u>student</u> having a residence in a foreign country that he does not intend to abandon, who seeks to enter the United States temporarily and solely to pursue a full course of study at an established institution of learning or other recognized place of study in the United States.
H1	An alien having a residence in a foreign country that he does not intend to abandon who is of distinguished merit and ability and who is coming <u>temporarily</u> to the United States <u>to perform services of an exceptional nature</u> requiring such merit and ability.

<u>Code</u>	<u>Description</u>
H2	An alien having a residence in a foreign country that he does not intend to abandon who is coming temporarily <u>to perform temporary services or labor</u> , if unemployed persons capable of performing such service or labor cannot be found in this country.
H3	An alien having residence in a foreign country that he does not intend to abandon who is coming temporarily to the United States as a <u>trainee</u> .
J1	An alien having residence in a foreign country that he has no intention of abandoning who is a bona fide student, scholar, trainee, teacher, professor, research assistant, specialist, or leader in a field of specialized knowledge or skill, who seeks to enter the United States temporarily as a <u>participant in a program designated by the Secretary of State</u> .
L2	An alien (intracompany transferee) who, immediately preceding the time of his application for admission into the United States, has been employed continuously for one year by a firm, corporation, or other legal entity or an affiliate or subsidiary thereof and who seeks to enter the United States temporarily to continue to render his services to the same employer or a subsidiary or affiliate in a capacity that is managerial, executive, or involving specialized knowledge.

## APPENDIX 5

### THE HEGIS TAXONOMY\*

#### Section I:

#### CONVENTIONAL ACADEMIC SUBDIVISIONS OF KNOWLEDGE AND TRAINING

<i>Title</i>	<i>Code</i>		
Accounting .....	0502	Biochemistry .....	0414
Administration, business .....	0506	Bioengineering .....	0905
Administration, educational .....	0827	Biological and physical sciences (interdisciplinary) .....	4902
Administration, public .....	2102	Biology, cellular .....	0417
Administration, special education .....	0809	Biology, general .....	0401
Adult education .....	0807	Biology, marine .....	0418
Advertising .....	0604	Biology, molecular .....	0416
Aeronautical engineering .....	0902	Biomedical communication .....	1217
Aerospace engineering .....	0902	Biomedical engineering .....	0905
Aerospace science .....	1803	Biometrics .....	0419
African languages (non-Semitic) .....	1116	Biophysics .....	0415
African studies .....	0305	Biostatistics .....	0419
Afro-American studies .....	2211	Black culture studies .....	2211
Agricultural business .....	0112	Botany, general .....	0402
Agricultural economics .....	0111	Business administration .....	0506
Agricultural engineering .....	0903	Business, agricultural .....	0112
Agricultural management .....	0110	Business economics .....	0517
Agriculture, general .....	0101	Business education .....	0838
Agriculture technologies .....	0116	Business, general .....	0501
Agronomy .....	0102	Business, international .....	0513
American Indian cultural studies .....	2212	Business management .....	0506
American studies .....	0313	Business statistics .....	0503
Analytical chemistry .....	1909		
Anatomy .....	0412	Cafeteria management .....	1307
Animal science .....	0104	Catalan .....	1199
Anthropology .....	2202	Cell biology .....	0417
Applied design .....	1009	Cell physiology .....	0417
Applied mathematics .....	1703	Ceramic engineering .....	0916
Arabic .....	1112	Ceramics .....	1009
Archeology .....	2203	Chemical engineering .....	0906
Architectural engineering .....	0904	Chemistry, general .....	1905
Architecture .....	0202	Child development .....	1305
Architecture, naval .....	0923	Chinese .....	1107
Art .....	1002	Chiropractic .....	1221
Art appreciation .....	1003	Cinematography .....	1010
Art, commercial .....	1009	City planning .....	0206
Art education .....	0831	Civil engineering .....	0908
Art history .....	1003	Classics .....	1504
Asian studies, general .....	0301	Clinical psychology .....	2003
Astronautical engineering .....	0902	Clinical social work .....	1222
Astronomy .....	1911	Clothing .....	1303
Astrophysics .....	1912	Commerce education .....	0838
Atmospheric sciences .....	1913	Commerce, general .....	0501
Audiology .....	1220	Commercial art .....	1009
Bacteriology .....	0403	Communication media .....	0605
Banking .....	0504	Communications, general .....	0601
Biblical languages .....	2303	Communications engineering .....	0909
		Community college education .....	0806
		Community planning .....	0206
		Community services, general .....	2101
		Comparative literature .....	1503
		Computer programming .....	0704
		Computer sciences, general .....	0701
		Construction engineering .....	0908
		Consumer economics .....	1304

\*Source: Robert A. Huff and Marjorie O. Chandler, A Taxonomy of Instructional Programs in Higher Education (Washington, D. C.: National Center for Educational Statistics, Office of Education, 1970).

Continuing education .....	0807	Fashion design .....	1009
Corrections .....	2105	Field crops .....	0102
Counseling, educational .....	0826	Finance .....	0504
Counseling, psychology for .....	2004	Fine arts, general .....	1001
Creative writing .....	1507	Finnish .....	1199
Criminology .....	2209	Fish management .....	0107
Crop management .....	0102	Floriculture .....	0109
Curriculum .....	0829	Foods and nutrition .....	1306
Cytology .....	0417	Food science .....	0113
Dairy sciences .....	0105	Food technology .....	0113
Dance .....	1008	Foreign languages, general .....	1101
Danish .....	1114	Forensic science .....	1506
Data processing .....	0703	Forestry .....	0114
Debate .....	1506	Forestry technologies .....	0116
Demography .....	2215	French .....	1102
Dental hygiene .....	1213	Fruit production .....	0108
Dental specialties .....	1205	Game management .....	0107
Dental technologies .....	1224	General liberal arts and sciences (interdisciplinary) .....	4901
Dentistry, D.D.S. or D.M.D. degree .....	1204	Genetics .....	0422
Developmental psychology .....	2009	Geochemistry .....	1915
Dietetics .....	1306	Geography .....	2206
Distributive education .....	0838	Geological engineering .....	0911
Dramatic arts .....	1007	Geology .....	1914
Drawing .....	1002	Geophysical engineering .....	0912
Driver education .....	0836	Geophysics .....	1916
Earth sciences, general .....	1917	German .....	1103
East Asian studies .....	0302	Government .....	2207
Eastern European studies .....	0311	Greek, classical .....	1110
Ecology .....	0420	Guidance, education .....	0826
Economics .....	2204	Health care administration .....	1202
Economics, agricultural .....	0111	Health education .....	0837
Economics, business .....	0517	Health professions, general .....	1201
Education of the culturally disadvantaged .....	0813	Hebrew .....	1111
Education of the deaf .....	0812	Helping services .....	2104
Education of the emotionally disturbed .....	0816	Higher education, general .....	0805
Education, general .....	0801	Histology .....	0413
Education of the gifted .....	0811	History .....	2205
Education of mentally retarded .....	0810	History of education .....	0821
Education of the multiple handicapped .....	0820	Home decoration .....	1302
Education of the physically handicapped .....	0819	Home economics, general .....	1301
Education, religious .....	2304	Home equipment .....	1302
Education of the visually handicapped .....	0814	Home management .....	1304
Educational administration .....	0827	Horticulture .....	0108
Educational evaluation .....	0825	Hospital administration .....	1202
Educational measurement .....	0825	Hotel management .....	0508
Educational psychology .....	0822	Humanities and social sciences (interdisciplinary) .....	4903
Educational research .....	0824	Husbandry, animal .....	0104
Educational statistics .....	0824	Husbandry, dairy .....	0105
Educational supervision .....	0828	Ichthyology .....	0499
Educational testing .....	0825	India studies .....	0303
Electrical engineering .....	0909	Indian (Asiatic) .....	1113
Electronics engineering .....	0909	Industrial arts education .....	0839
Elementary education, general .....	0802	Industrial engineering .....	0913
Embryology .....	0427	Industrial psychology .....	2008
Engineering, general .....	0901	Industrial relations .....	0516
Engineering mechanics .....	0921	Information sciences .....	0702
Engineering and other disciplines (interdisciplinary) .....	4904	Information sciences, general .....	0701
Engineering physics .....	0919	Information systems .....	0702
Engineering technologies .....	0925	Inorganic chemistry .....	1906
English as a foreign language .....	1508	Institutional management .....	1307
English, general .....	1501	Instruction .....	0829
English, literature .....	1502	Insurance .....	0512
Entomology .....	1502	Interior decoration .....	1009
Environmental design, general .....	0421	Interior design .....	0203
Environmental engineering .....	0201	International business .....	0513
European studies, general .....	0310	International public service .....	2106
Experimental psychology (animal and human) .....	2002	International relations .....	2210
Family life education .....	0837	Investments .....	0505
Family relations .....	1305	Islamic studies .....	0306
Farm management .....	0110	Italian .....	1104

Japanese .....	1108	Operations research .....	0507
Jewelry .....	1009	Optometry .....	1209
Journalism .....	0602	Organic chemistry .....	1907
Junior college education .....	0806	Ornamental horticulture .....	0109
Junior high school education .....	0804	Ornithology .....	0499
Kindergarten education .....	0823	Osteopathic medicine, D.O. degree .....	1210
Korean .....	1199	Pacific area studies .....	0314
Labor relations .....	0516	Painting .....	1002
Landscape architecture .....	0204	Paleontology .....	1918
Latin .....	1109	Parasitology .....	0499
Latin American studies .....	0308	Park management .....	2103
Law enforcement .....	2105	Pathology, animal .....	0408
Law, general .....	1401	Pathology, human .....	0408
Learning theory .....	0822	Pathology, plant .....	0404
Liberal arts and sciences (interdisciplinary) .....	4901	Personnel management .....	0515
Library science, general .....	1601	Petroleum engineering .....	0907
Limnology .....	0499	Petroleum refining .....	0906
Linguistics .....	1505	Pharmaceutical chemistry .....	1910
Literature, comparative .....	1503	Pharmacology, animal .....	0409
Literature, English .....	1502	Pharmacology, human .....	0409
Management, business .....	0506	Pharmacology, plant .....	0405
Management, engineering .....	0913	Pharmacy .....	1211
Marine biology .....	0418	Philology .....	1505
Marine engineering .....	0923	Philosophy .....	1509
Marketing .....	0509	Philosophy of education .....	0821
Materials engineering .....	0915	Phonetics .....	1505
Mathematics, applied .....	1703	Photography .....	1011
Mathematics, education .....	0833	Physical chemistry .....	1908
Mathematics, general .....	1701	Physical education .....	0835
Mathematics, statistics .....	1702	Physical sciences, general .....	1901
Mechanical engineering .....	0910	Physical therapy .....	1212
Medical laboratory technologies .....	1223	Physics, general .....	1902
Medical record librarianship .....	1215	Physiological psychology .....	2010
Medical specialties .....	1207	Physiology, animal .....	0410
Medicine, M.D. degree .....	1206	Physiology, human .....	0410
Metallurgical engineering .....	0914	Physiology, plant .....	0406
Metallurgy .....	1920	Plant pathology .....	0404
Metalsmithing .....	1009	Plant pharmacology .....	0405
Meteorology .....	1913	Plant physiology .....	0406
Mexican-American cultural studies .....	2213	Podiatry .....	1216
Microbiology .....	0411	Political science .....	2207
Middle Eastern studies .....	0309	Poultry science .....	0106
Military science .....	1801	Pre-elementary education .....	0823
Mineral engineering .....	0918	Programming, computer .....	0704
Mining engineering .....	0918	Psychology, clinical .....	2003
Molecular biology .....	0416	Psychology for counseling .....	2004
Molecular physics .....	1903	Psychology, developmental .....	2009
Music (liberal arts program) .....	1005	Psychology, education .....	0822
Music appreciation .....	1006	Psychology, general .....	2001
Music, composition .....	1004	Psychology, industrial .....	2008
Music education .....	0832	Psychology, physiological .....	2010
Music history .....	1006	Psychology, social .....	2005
Music, performing .....	1004	Psychometrics .....	2006
Music, theory .....	1004	Public address .....	1506
Musicology .....	1006	Public administration .....	2102
Natural resources management .....	0115	Public health .....	1214
Naval architecture .....	0923	Public utilities .....	0510
Naval science .....	1802	Purchasing .....	0509
Neurosciences .....	0425	Radio .....	0603
Norwegian .....	1114	Radiobiology .....	0423
Nuclear engineering .....	0920	Radiologic technologies .....	1225
Nuclear physics .....	1904	Range management .....	0117
Nursery science .....	0109	Reading education .....	0830
Nursing (baccalaureate and higher programs) .....	1203	Real estate .....	0511
Nutrition, scientific .....	0424	Recreation management .....	2103
Occupational therapy .....	1208	Regional planning .....	0206
Ocean engineering .....	0924	Rehabilitation services .....	1222
Oceanography .....	1919	Religious education .....	2304
		Religious music .....	2302
		Religious studies .....	1510
		Remedial education .....	0817

## Section II:

Restaurant management .....	0508
Rhetoric .....	1506
Russian .....	1105
Russian studies .....	0307
 Safety education .....	0836
Sanitary engineering .....	0922
Sanskrit .....	1199
Scandinavian languages .....	1114
Science education .....	0834
Sculpture .....	1002
Secondary education, general .....	0803
Secretarial studies .....	6514
Securities .....	0505
Seismology .....	1916
Semantics .....	1505
Slavic languages (other than Russian) .....	1115
Slavic studies .....	0307
Social foundations of education .....	0821
Social sciences, general .....	2201
Social psychology .....	2005
Social work .....	2104
Sociology .....	2208
Soil conservation .....	0103
Soil management .....	0103
Soil science .....	0103
South Asian studies .....	0303
Southeast Asian studies .....	0304
Spanish .....	1105
Special education, general .....	0808
Special learning disabilities .....	0818
Speech .....	1506
Speech correction .....	0815
Speech pathology .....	1220
Statistics, mathematical and theoretical .....	1702
Statistics in psychology .....	2007
Student personnel .....	0826
Swedish .....	1114
Systems analysis .....	0705
Systems, information .....	0702
 Teaching of English as a foreign language .....	1508
Technical education .....	0839
Television .....	0603
Textile design .....	1009
Textile engineering .....	0917
Textiles, home economics .....	1303
Theological professions, general .....	2301
Toxicology .....	0426
Transportation .....	0510
Transportation engineering .....	0908
 Urban architecture .....	0205
Urban studies .....	2214
 Vegetable production .....	0108
Veterinary medicine, D.V.M. degree .....	1218
Veterinary medicine specialties .....	1219
Vietnamese .....	1199
Vocational education .....	0839
 Weaving .....	1009
West European studies .....	0312
Wildlife management .....	0107
Writing, creative .....	1507
 Zoology, general .....	0467

## TECHNOLOGICAL AND OCCUPATIONAL CURRICULUMS LEADING TO ASSOCIATE DEGREES AND OTHER AWARDS BELOW THE BACCALAUREATE

<i>Title</i>	<i>Code</i>
Accounting technologies .....	5002
Advertising design technologies .....	5012
Advertising technologies .....	5004
Aeronautical technologies .....	5502
Agriculture technologies .....	5402
Air conditioning technologies .....	5317
Airport management technologies .....	5004
Animal laboratory assistant technologies .....	5206
Appliance repair technologies .....	5310
Applied arts technologies .....	5012
Architectural drafting technologies .....	5304
Automotive technologies .....	5306
Aviation technologies .....	5302
 Banking technologies .....	5003
Bible study .....	502
Biological laboratory assistant technologies .....	5205
Broadcasting technologies .....	5008
Building technologies .....	5317
Business management technologies .....	5004
Business technologies, general .....	5001
 Carpentry technologies .....	5317
Chemical technologies .....	5305
Civil technologies .....	5309
Commerce technologies, general .....	5001
Communications technologies .....	5008
Computer operator technologies .....	5104
Computer, peripheral equipment operation technologies .....	5104
Computer programmer technologies .....	5103
Construction technologies .....	5317
Corrections technologies .....	5505
Cosmetologist .....	5006
 Data processing equipment maintenance technologies .....	5105
Data processing technologies, general .....	5101
Dental assistant technologies .....	5202
Dental hygiene technologies .....	5203
Dental laboratory technologies .....	5204
Diesel technologies .....	5307
Distribution technologies .....	5094
Drafting, architectural .....	5304
 Education technologies .....	5503
Electrician technologies .....	5317
Electro diagnostic technologies .....	5217
Electromechanical technologies .....	5311
Electronics and machine technologies .....	5310
Engineering graphics .....	5303
Engineering technologies, general .....	5301
Environmental health technologies .....	5408
 Finance technologies .....	5603
Fine arts technologies .....	5012
Fire control technology .....	5507
Fisheries technologies .....	5403
Food services technologies .....	5404
Forestry technologies .....	5403

Graphic arts technologies .....	5012	Radiologic technologies .....	5207
Health services assistant technologies, general .....	5201	Real estate technologies .....	5004
Heating technologies .....	5317	Recreation technologies .....	5506
Home economics technologies .....	5405	Religion related occupations .....	5502
Horticulture technologies .....	5402	Rest home management technology .....	5218
Hospital food service technologies .....	5404	Restaurant management technologies .....	5010
Hotel management technologies .....	5010	Sales technologies .....	5004
Industrial management technologies .....	5004	Sanitation technologies .....	5408
Industrial technologies .....	5312	Secretarial technologies .....	5005
Inhalation therapy technologies .....	5215	Sheet metal technologies .....	5317
Input preparation technologies .....	5102	Social work related technologies .....	5506
Institutional management technologies .....	5218	Stewardess preparation .....	5006
Instrumentation technologies .....	5314	Surgical technologies .....	5211
Insurance technologies .....	5004	Surveying technologies .....	5309
Key punch operator technologies .....	5102	Teacher aide preparation .....	5503
Laboratory technologies, general .....	5407	Television broadcasting technologies .....	5008
Landscape technologies .....	5402	Television repair technologies .....	5310
Law enforcement technologies .....	5505	Textile technologies .....	5313
Library assistant technologies .....	5504	Tool design technologies .....	5303
Lithography technologies .....	5009	Transportation technologies .....	5011
Machine drafting and design technologies .....	5303	Welding technologies .....	5308
Machine repair technologies .....	5310	Wildlife technologies .....	5403
Marina equipment technologies .....	5004	X-ray technologies .....	5207
Marine technologies .....	5406		
Marketing technologies .....	5004		
Mechanical technologies .....	5315		
Mechanical technologies, general .....	5301		
Medical assistant technologies .....	5214		
Medical laboratory assistant technologies .....	5205		
Medical office assistant technologies .....	5214		
Medical record technologies .....	5213		
Mental health aide programs .....	5216		
Natural science technologies, general .....	5401		
Newspaper communication technologies .....	5008		
Nuclear technologies .....	5316		
Nursing, practical (L.P.N. or L.V.N.) .....	5209		
Nursing R.N. preparation .....	5208		
Occupational therapy technologies .....	5210		
Oceanographic technologies .....	5406		
Ocular care technologies .....	5212		
Office machine repair technologies .....	5310		
Office machine training .....	5005		
Ophthalmic technologies .....	5212		
Optical technologies .....	5212		
Optometric technologies .....	5212		
Personal service technologies .....	5006		
Personnel management technologies .....	5004		
Photogrammetry technologies .....	5309		
Photography technologies .....	5007		
Physical therapy technology .....	5219		
Plastics technologies .....	5305		
Plumbing technologies .....	5317		
Police technologies .....	5505		
Printing technologies .....	5009		
Programmer technologies .....	5103		
Psychiatric technologies .....	5216		
Public administration and management technologies .....	5508		
Public health inspection technologies .....	5408		
Public service technologies, general .....	5501		
Public utility technologies .....	5011		
Purchasing technologies .....	5004		
Radio broadcasting technologies .....	5008		
Radio repair technologies .....	5310		

APPENDIX 6  
DED - STAFF  
SUGGESTED COBOL PICTURES

<u>DATA ELEMENT</u>	<u>DED NO.</u>	<u>COBOL PICTURE</u>
Account Number	204	X(18)
Achievement Record	027	X(60)
Activity Beginning Date	407	9(06)
Activity Category	401	9(02)
Activity Ending Date	408	9(06)
Activity FTE	402	9V99
Activity Outcome Category	404	9(01)
Activity Program Function	403	9(08)
Address - City	009	X(20)
Address - State	010	X(02)
Address - Street/Apartment	008	X(16)
Address - Telephone Number	012	9(14)
Address - Zip Code	011	9(05)
Annual Salary Rate	213	9(05)
Appointment Code	202	9(05)
Appointment Effective Date	207	9(06)
Appointment Expiration Date	208	9(06)
Appointment FTE	205	9V99
Appointment Organizational Unit	203	9(05)
Appointment Period	206	9(02)
Appointment Status	209	X(01)
Appointment Title	201	X(25)
Assignment	301	9(08)
Assignment Beginning Date	303	9(06)
Assignment Ending Date	304	9(06)
Assignment FTE	302	9V99
Beginning Date - Year	105	9(02)
Campus Office - Building Code	014	X(04)
Campus Office - Building Name	015	X(12)
Campus Office - Campus	013	X(03)
Campus Office - Room Number	016	X(07)
Campus Office - Telephone Number	017	9(14)
Citizenship Status	006	X(04)
Civil Rights Racial Category	007	9(01)
Course Identifier	405	X(10)
Date of Birth	003	9(06)
Degree/Certificate	102	X(05)
Degree/Certificate Date	103	9(04)
Ending Date - Year	106	9(02)
Faculty Rank	211	9(01)

<u>DATA ELEMENT</u>	<u>DED NO.</u>	<u>COBOL PICTURE</u>
Highest Academic Degree or Diploma	022	X(01)
Honorary Degrees and Awards	023	X(60)
Institution Name	101	X(20)
Leave Status	211	9(02)
Licenses, Certificates and Registrations	025	X(60)
Location of Previous Employment - State	029	X(02)
Major Field of Study	104	9(04)
Marital Status	005	X(01)
Method of Entry into Current Job Class	214	X(01)
Name	001	X(30)
Physical Handicap Status	018	9(01)
Position Budget Amount	216	9(05)
Position Identification	215	9(03)
Professional Affiliations	214	X(60)
Section Identifier	406	X(04)
Sex	004	X(01)
Staff Identification Number	002	X(09)
Special Competencies	026	X(60)
Student Identification Number	019	X(09)
Tenure Status	212	X(01)
Termination Code	020	X(01)
Termination Date	021	9(06)
Type of Previous Employment	028	X(01)

## APPENDIX 7

### CHANGES FROM FIRST EDITION

PREVIOUS DATA ELEMENT	OLD DED NO.	NEW DED NO.	CORRESPONDING CURRENT DATA ELEMENT
Academic Rank	208	210	Faculty Rank
Account Number	203	204	Account Number
Appointment Effective Date	211	207	Appointment Effective Date
Appointment Expiration Date	212	208	Appointment Expiration Date
Appointment Percentage	204	205	Appointment FTE
Appointment Salary Budgeted	205	213	Annual Salary Rate
Appointment Type	213	209	Appointment Status
Birthdate	003	003	Date of Birth
Campus Office Address(s)	014	013	Campus Office - Campus
		014	Campus Office - Building Code
		015	Campus Office - Building Name
		016	Campus Office - Room Number
		017	Campus Office - Telephone Number
Citizenship Status	009	006	Citizenship Status
Course Assignments	340	405	Course Identifier
		406	Section Identifier
		407	Activity Beginning Date
		408	Activity Ending Date
Current Local Address	012	008	Address - Street/Apartment
		009	Address - City
		010	Address - State

STAFF CHANGES - continued

PREVIOUS DATA ELEMENT	OLD DED NO.	NEW DED NO.	CORRESPONDING CURRENT DATA ELEMENT
First Date of Appointment	112	207	Appointment Effective Date
Graduate Education	102	101	Institution Name
		102	Degree/Certificate
		103	Degree/Certificate Date
		104	Major Field of Study (IIEGIS)
Highest Academic Degree or Diploma	103	022	Highest Academic Degree or Diploma
Honorary Degrees and Awards	106	023	Honorary Degrees and Awards
Instructional Activities	341	402	Activity Category
Licenses, Certificates, and Registrations	108	025	Licenses, Certificates, and Registrations
Marital Status	006	005	Marital Status
Noninstructional Activities	342	401	Activity Category
		402	Activity FTE
		407	Activity Beginning Date
		408	Activity Ending Date
Permanent Address	013	008	Address - Street/Apartment
		009	Address - City
		010	Address - State
		011	Address - Zip Code
		012	Address - Telephone Number
Physical Handicap	015	018	Physical Handicap Status

STAFF CHANGES - continued

<u>PREVIOUS DATA ELEMENT</u>	<u>OLD DED NO.</u>	<u>NEW DED NO.</u>	<u>CORRESPONDING CURRENT DATA ELEMENT</u>
Postdoctoral Education	105	101	Institution Name
		104	Major Field of Study (HEGIS)
		105	Beginning Date - Year
		106	Ending Date - Year
Post Graduate Study	104	101	Institution Name
		104	Major Field of Study (HEGIS)
		105	Beginning Date - Year
		106	Ending Date - Year
Previous Employment	111	028	Type of Previous Employment
		029	Location of Previous Employment - State
Professional Affiliations	107	024	Professional Affiliations
Publication Record	110	027	Achievement Record
Race	010	007	Civil Rights Racial Category
Sabbaticals and Leaves of Absence	214	211	Leave Status
Separation from Institution	113	020	Termination Code
Sex	005	004	Sex
Social Security Number	002	002	Staff Identification Number
Special Competencies	109	026	Special Competencies
Support Staff Skill Level	209	215	Position Identification
Tenure Status	210	212	Tenure Status

STAFF CHANGES - continued

<u>PREVIOUS DATA ELEMENT</u>	<u>OLD DED NO.</u>	<u>NEW DED NO.</u>	<u>CORRESPONDING CURRENT DATA ELEMENT</u>
Undergraduate Education	101	101	Institution Name
		102	Degree/Certificate
		103	Degree/Certificate Date
		104	Major Field of Study (HEGIS)

STAFF CHANGES - continued

<u>DELETIONS FROM PREVIOUS DED</u>	<u>DED NO.</u>	<u>DED NO.</u>	<u>ADDITIONS TO CURRENT DED</u>
Birthplace	004	404	Activity Outcome Category
		403	Activity Program Function
Dependents	007	203	Appointment Organizational Unit
Emergency Contact	008	301	Assignment
Military Status	011	303	Assignment Beginning Date
Staff Benefits	207*	304	Assignment Ending Date
		302	Assignment FTE
		214	Method of Entry into Current Job Class
		216	Position Budget Amount
		019	Student Identification Number

\* This data element is derivable from data elements in the Finance Section.

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2641911000045300:  
2.5M:173:GD:Hirsch:2BA66

9341600000045200:  
1.5M:173:GD:Hirsch:2BA66

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